

# VACANCY ANNOUNCEMENT

EMBASSY OF THE UNITED STATES OF AMERICA  
SAN SALVADOR



No. 14-25	<b>Information Management Assistant</b> Position Vacancy	Date: 05/12/14
-----------	---	-------------------

**OPEN TO:** All Interested Candidates

**POSITION:** IM Management Assistant, FSN-9, FP-5

**OPENING DATE:** May 12, 2014

**CLOSING DATE:** May 27, 2014

**WORK HOURS:** Full time; 40 hours/week

**SALARY:** \*Locally Employed Staff: \$24,945 (Starting salary: BR + Allowances)

***Due to budgetary considerations, Post cannot provide Highest Previous Rate above Step 5 of the grade of the position for Eligible Family Members.***

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in San Salvador is seeking one individual for the Information Management Assistant position in the Information Management Section.

## **BASIC FUNCTION OF THE POSITION**

Incumbent backstops, supports, and reports to the higher-level Computer Management Specialist to ensure efficient operation and maintenance of the mission's computers, peripherals and software. Incumbent interacts on a daily basis with individual users, giving them support on data processing, telecommunications and any other PC applications; undertakes assignments and works independently, exercising judgment in organizing workload; applies advanced technical expertise in operating the mission's computer system and in maintaining and repairing associated equipment; exercises positive communication and management skills in resolving problems in systems and database management.

For a complete position description of the position listing all duties and responsibilities, please see the following link: [Information Management Assistant PD](#)

## **QUALIFICATIONS REQUIRED**

NOTE: All applicants must address each selection criteria detailed below with specific and comprehensive information supporting each item.

- 1. EDUCATION:** Bachelor's degree in Computer Science is required.

2. **EXPERIENCE:** Minimum of five years of experience in a technical or business nature. At least one year as a computer operator, programmer, or systems analyst and one year in an English language environment is required.
3. **LANGUAGE:**  
English: Level IV (Fluent working knowledge) Speaking/Reading is required.  
Spanish: Level IV (Fluent knowledge) Speaking/Reading is required.  
*(Applicants will be tested at the level of language proficiency required in order to be eligible to move on to the interview stage) These are not FSI levels.*
4. **KNOWLEDGE:** Must have thorough knowledge of systems analysis and design techniques; computer equipment and software; programming techniques; system/program documentation techniques; familiarity with mission IT policies and objectives; standard business and management principles. Must be knowledgeable on cyber security awareness.
5. **SKILLS and ABILITIES:** Must be skilled in research and analysis techniques, word processing, programming in one or two higher-level languages, and preparation of systems documentation, must have demonstrated aptitude for dealing with Information Management, documentation, and testing. Must be able to detect and train end users to identify cyber threats.

## SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. [Application for US Federal Employment \(DS-0174\)](#).
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the positions as listed above.

## SUBMIT APPLICATION TO

***Due to the volume of responses, individual acknowledgements regarding receipt of applications cannot be made. Only those applicants who are invited for an interview will be notified regarding the status of their applications.***

## DEFINITION

1. US Citizen Eligible Family Member (USEFM) – for purposes of receiving preference, a USEFM is one who meets the following criteria:

- US Citizen; and,
- EFM (see below) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian

## CLOSING DATE FOR THIS POSITION: **May 27, 2014**

The US Mission in San Salvador provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

**Cleared:** FMO/HRO/IM  
**Approved:** MGT:ADEULUS